



An Introduction to 5-S & Visual Control

ARE YOU EXPERIENCING ANY OF THESE CHALLENGES?

- Employees complain that the tool or information they need isn't available when needed?
- Employees spend a lot of time looking for a tool or seeking information necessary to do their job?
- Difficult to cross-train on jobs due to inconsistency in workplace organization?
- Disorganized and messy manufacturing operation contributes to decreased productivity?
- Company morale negatively affected by the disorganized and messy work habits of some employees?

...If the answer is "Yes," then **5S & Visual Controls training** may be what you need.

What is Five S?

5S is a basic, fundamental, systematic approach for productivity, quality and safety improvement in all types of business. What is a Five S?

A Five S program is usually a part of, and the key component of [Visual Factory \(Workplace\) Management \(VFM\)](#). And 5s and VFM are both a part of [Kaizen](#) -- a system of continual improvement -- which is a component of lean manufacturing.

The Five S program focuses on having visual order, organization, cleanliness and standardization. The results you can expect from a Five S program are: improved profitability, efficiency, service and safety.

The main idea underlying a Five S program at first appear to be simple, obvious common sense. And they are. But until the advent of Five S programs many businesses ignored these basic principles.

What types of businesses benefit from a Five S program?

Everyone and all types of business benefit from having a Five S program.

Manufacturing and industrial plants come to mind first, as those are the business that can realize the greatest benefits. However, any type of business, from a retail store to a power plant -- from hospitals to television stations -- all types of businesses, and all areas within a business, will realize benefits from implementing a Five S program.

What will it cost me?



Realistically you probably will need to spend some extra money to get your Five S program going. There will be training time; man-hours spent to get your facility cleaned up and organized; equipment purchases, such as buying a quality labeling system; and time spent on sustaining your Five S program once it is in place.

Your actual costs will depend on where you are now - for example what is the condition of your facility? The further you are from meeting the goals of a Five S program, the more it will cost to implement one and the greater the benefits you'll see as a result of your Five S program.

The 5S's lead to improved processes and ultimately:

- ❖ Reduced set-up times
- ❖ Reduced cycle times
- ❖ Increased floor space
- ❖ Lower safety incident/accident rate
- ❖ Less wasted labor
- ❖ Better equipment reliability

A One Day Seminar on an Introduction to....

5S AND VISUAL CONTROLS

This seminar is designed for those who want to obtain that competitive edge in their industry. Visual controls in our everyday world such as the way traffic is organized by lights, lane markers, international warning signs and other aids is excellent proof how effective visual controls can be. We are also familiar with poor signage, tight curves and blind intersections that have not been designed well. These areas are prone to accidents. The same concept exists in industries. Companies that embrace the methodology to enhance visual controls have a distinct advantage



This course is for the Service and Manufacturing Industries.

Seminar Topics:

- 5S
- Understand importance/advantages of visual controls in industry
- Visual Inspection
- Kaizen
- Visual Controls
- Kanban
- Creating the Culture

COURSE INFORMATION

PREREQUISITE: None.

However, participants may benefit more from this training if they have a basic idea.

COURSE DESCRIPTION:

This course focuses on teaching employees about the importance of workplace/workstation organization how visual aids and signals can help streamline any process and related communications. The course will emphasize the 5S method of organization (sort, set in order, shine, standardize and sustain) and will explore a variety of efficient, self-

regulating and worker managed visual controls (Kan Ban cards, color coding, transportation route designators, lights and visual cues, to name a few. The instructor will demonstrate the importance of workplace organization by showing actual before & after case studies of companies that have successfully applied these techniques. Special emphasis will be placed on how 5S and visual controls can help to improve workplace morale, communications, environmental health and safety and productivity. After learning about 5S and visual control principles, participants will be given an opportunity to put these concepts to work by analyzing actual workstations and related processes. As a group, possible improvements will be brainstormed and discussed, with final recommendations on what changes should be made.

LEARN HOW TO:

- Perform an in-depth audit of workplace organization and standardization.
- Brainstorm ideas for improving workplace organization and standardization.
- Standardize procedures to maintain and control an organized workplace through use of visual controls (cues, signals, aids).
- Improve workplace productivity and morale by applying 5S principles (Sort, Set in Order, Shine, Standardize & Sustain).
- Improve workplace environmental health and safety through the application of 5S principles and visual controls.
- Assess the before/after improvements of applying 5S and visual controls.

WHO SHOULD PARTICIPATE: All Personnel (Management and Staff from Manufacturing and Non-Manufacturing Departments)

Seminar Details

- ❖ It is very interactive and includes many activities and exercises to enhance the learning experience.
- ❖ It is spread over the period of One-full day consisting of 8 hrs (9am-5pm)
- ❖ It includes 2 tea breaks and a lunch break

Proposed Training:

- ❖ Training Duration: One full day (8hrs)

The training venue proposed is :

- ❖ **Pearl Continental Hotel or Avari Hotel, Lahore**
- ❖ Or any Hotel/Hall in your Area or in your **Chamber of Commerce.**

Training Cost:

Cost per Individual Participant is a total of:= Rs.8,500

Includes cost of:

- Certificates,
- Tea (twice),
- Buffet Lunch,
- Hotel Facility Charges,
- and Trainers Cost